



Bay Campus Equipment Quick Start User Guide



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Make/ Model: Hotpoint HTU32

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Suction Grill

Operation

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The control panel is supplied with a switch to select the suction speed and lighting. The switch is located on the side of the suction grill. Use the higher suction speed for greater levels of cooking vapours. It is recommended to switch on the appliance 5 minutes prior to cooking and for at least 15 minutes after cooking.

Cleaning

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Before cleaning, always ensure that you have switched your cooker hood off.

The cooker hood should be cleaned regularly externally. For cleaning use a cloth moistened with neutral liquid detergents. Avoid abrasive detergents. Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.

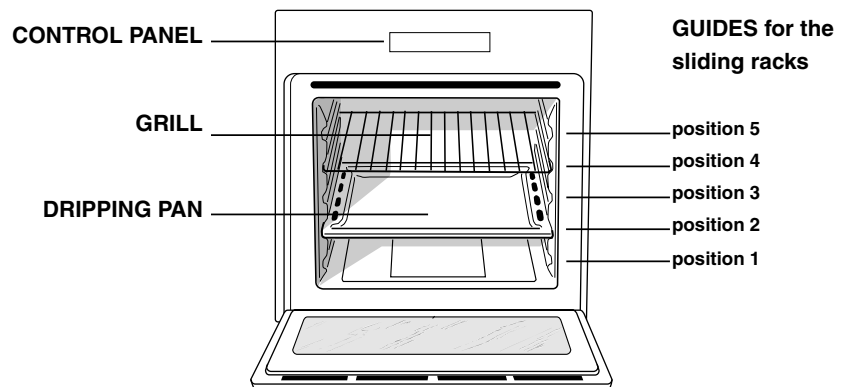


Light switch

Suction Speed

Make/ Model: Indesit FIM31KAWH

Description of the appliance



Starting the Oven

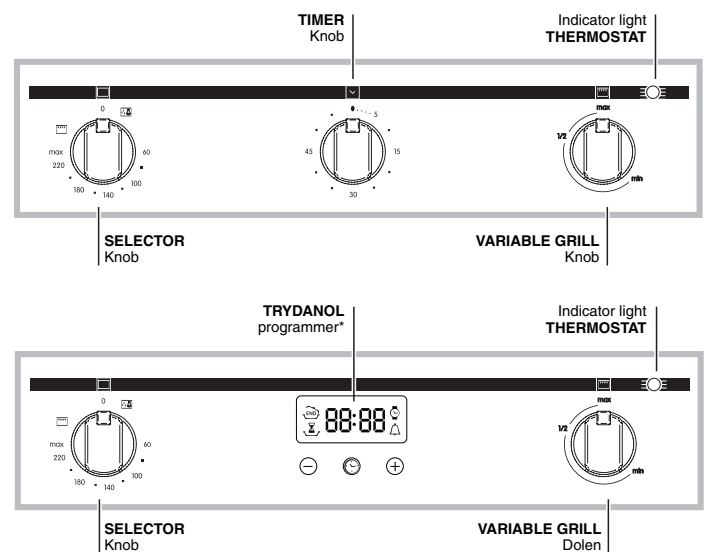
1. Select the desired cooking mode by turning the **SELECTOR** knob.
2. Select the desired temperature with the **VARIABLE GRILL** knob.
3. When preheating is finished, the **THERMOSTAT** indicator light will stay on; place the food in the oven.

Safety

Oven door should remain **OPEN** when grilling.

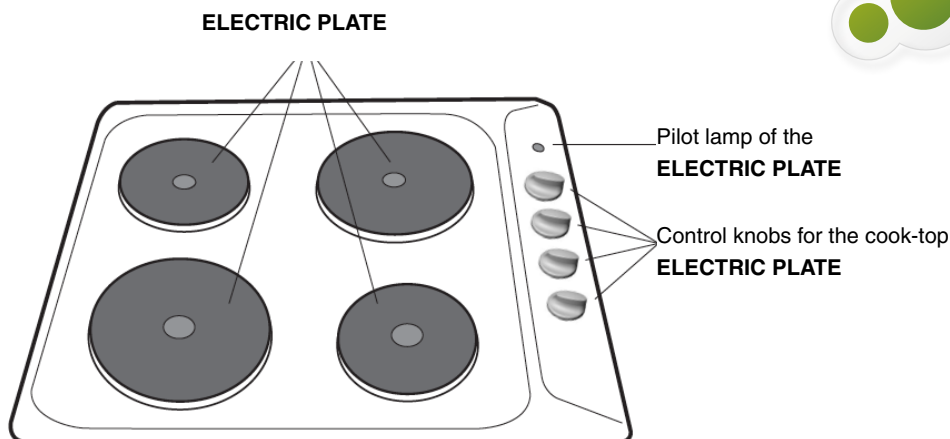
Cleaning

- Always turn the appliance off before cleaning.
- The stainless-steel or enamel coated external parts as well as the rubber seals may be cleaned using a sponge that has been soaked in lukewarm water and neutral soap.
- If these stains are difficult to remove, use only specialised products.
- After cleaning, rinse and dry thoroughly.
- Do not use abrasive powders or corrosive substances.
- Ideally the inside of the oven should be cleaned after each use. Use hot water and detergent, rinse and dry with a soft cloth. Do not use abrasive products.
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.



Make/ Model: Indesit 4 ring hob PIM604WH

Description of the appliance



DO NOT USE THE HOB AS A SHELF WHEN NOT IN USE. IT MAY STILL BE HOT!

Operation

- The Electric Plate vary in diameter and power: “normal” and “fast”. The latter can be identified by a red boss in the centre of the hot plate itself.
- The position of the corresponding electric hot plate is indicated on each control knob.
- The Electric Plate ON indicator light switches on whenever the knob is moved from the ‘off’ position.
- The Electric Plate control knob is a device used to regulate power. The knob may be turned clockwise or anti-clockwise and set to six different positions:

Setting position	Normal or Fast Place
0	Off
1	Low
2-5	Medium
6	High

Setting	Usage
0	Off
1	Cooking vegetables, fish
2	Cooking potatoes (using steam), soups, chickpeas, beans
3	Continuing the cooking of large quantities of food, minestrone
4	For roasting (average)
5	For roasting (above average)
6	For browning and reaching a boil in a short time

Safety

- Make sure the knobs are in the “0” position when the appliance is not in use
- Always make sure pan handles are turned towards the centre of the hob in order to avoid accidental burns
- Do not leave the electric plate switched on without a pan placed on it
- Do not use cookware with uneven or deformed bottoms

Practical Advice on Using the Electric Hot Plates

In order to avoid heat loss and damage to the hot plate, use cookware with a flat bottom the diameter of which is not less than that of the hot plate.

Cleaning

- It is usually enough to wash the hob with a damp sponge and dry it with absorbent kitchen roll.
- The electric hobs should be cleaned using a damp cloth and then rubbed with oil while still warm.
- Stainless steel may become marked if it comes into contact with very hard water or harsh detergents (containing phosphorous). After cleaning, it is rinse and dry thoroughly.
- Do not use abrasive or corrosive detergents, stain removers, anti-rust products, powder detergents or sponges with abrasive surfaces; these may scratch the surface.
- Never use steam cleaners or pressure cleaners.
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.
- After cleaning, it is advisable to rinse thoroughly and dry.

Fridge freezer

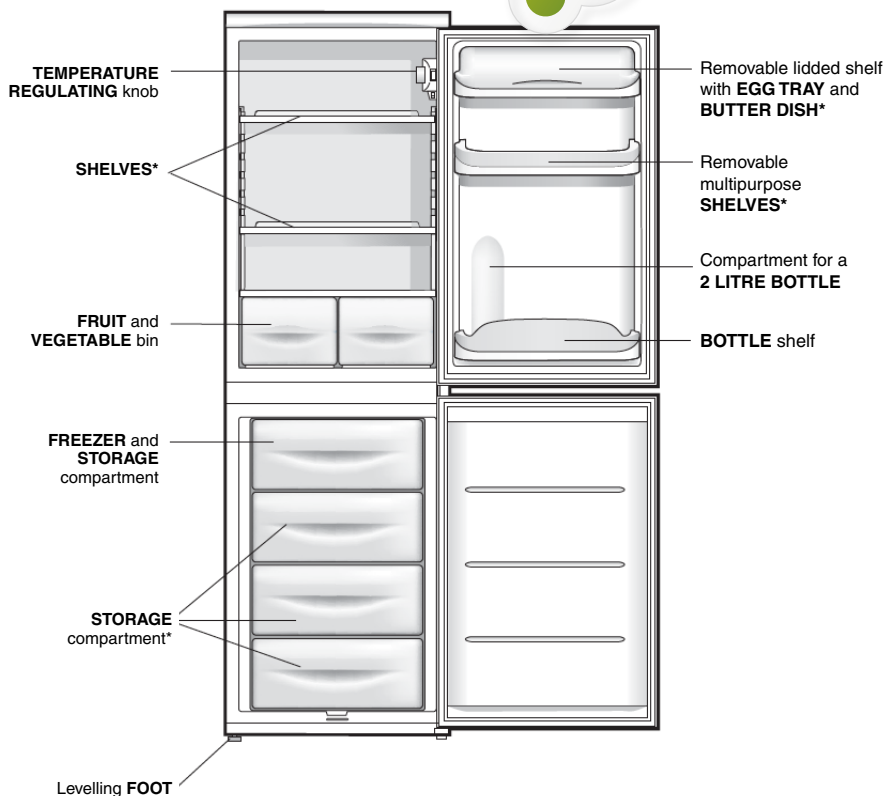
KITCHEN
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1 of 1 pages

Make/ Model: Indesit CAA55

KNOW WHAT YOU'RE LOOKING FOR TO MINIMISE THE TIME THE DOOR IS OPEN. GET FROZEN GOODS HOME QUICKLY, AND USE A COOL BAG.

Description of the appliance



How to Use

- The temperature inside the refrigerator compartment automatically adjusts itself according to the thermostat knob.

1 = warmest

5 = coldest

- A medium position is recommended
- If the TEMPERATURE ADJUSTMENT knob has been set on high values with large quantities of food and with a high ambient temperature, the appliance can operate continuously, resulting in excessive frost formation and excessive energy consumption: compensate for this by shifting the knob towards lower values (defrosting will occur automatically).
- Do not fill the appliance with too much food. Cold air must circulate freely for food to be preserved properly. If circulation is impeded, the compressor will work continuously.

Cleaning

- The external and internal parts, as well as the rubber seals may be cleaned using a sponge that has been soaked in lukewarm water and bicarbonate of soda or neutral soap. Do not use solvents, abrasive products, bleach or ammonia.
- The removable accessories may be soaked in warm water and soap or dishwashing liquid. Rinse and dry them carefully.
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.

Food Storage Tips

- Keep raw meat and poultry below cooked food and dairy products.
- Wrap raw meat and poultry loosely in polythene or aluminium foil to prevent from drying.
- Wrap cheese in greaseproof paper and then in a polythene bag excluding as much air as possible.
- Place only cold or lukewarm foods in the compartment, not hot foods.

Make/ Model: Indesit CVTAA55NF

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Description of the appliance

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MINIMISE THE TIME THE
FRIDGE AND FREEZER DOOR
IS OPEN.
GET FROZEN GOODS
HOME QUICKLY AND
USE A COOL BAG.



How to Use

.....

- The temperature inside the refrigerator compartment automatically adjusts itself according to the thermostat knob.

Min = warmest

Max = coldest

- A medium position is recommended
- If the TEMPERATURE ADJUSTMENT knob has been set on high values with large quantities of food and with a high ambient temperature, the appliance can operate continuously, resulting in excessive frost formation and excessive energy consumption: compensate for this by shifting the knob towards lower values (defrosting will occur automatically).
- Do not fill the appliance with too much food. Cold air must circulate freely for food to be preserved properly. If circulation is impeded, the compressor will work continuously.

Cleaning

.....

- The external and internal parts, as well as the rubber seals may be cleaned using a sponge with lukewarm water and bicarbonate of soda or neutral soap. Do not use solvents, abrasive products, bleach or ammonia.
- The removable accessories may be soaked in warm water and soap. Rinse and dry carefully.
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.

Food Storage Tips

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- Wrap raw meat and poultry loosely in polythene or aluminium foil to prevent from drying.
- Wrap cheese in greaseproof paper and then in a polythene bag excluding as much air as possible.
- Place only cold or lukewarm foods in the compartment, not hot foods.

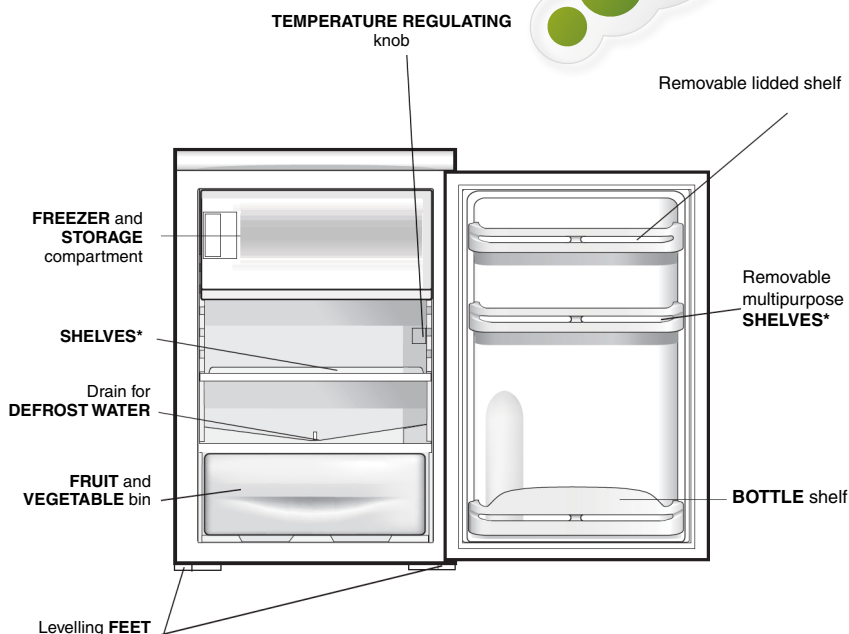
Larder Fridge

1 of 1 pages

KITCHEN
.....

Make/ Model: Indesit TFAA10

Description of the appliance



TO AVOID CONTAMINATION,
STORE MEATS AWAY FROM
OTHER FRESH FOODS, AS
LOW DOWN AS POSSIBLE
IN THE FRIDGE.

How to Use

- The compartment temperature can be set by the temperature knob between “1” and “7”
1 = warmest 7 = coldest
- A medium position is recommended
- If the TEMPERATURE ADJUSTMENT knob has been set on high values with large quantities of food and with a high ambient temperature, the appliance can operate continuously, resulting in excessive frost formation and excessive energy consumption: compensate for this by shifting the knob towards lower values (defrosting will occur automatically).
- Do not fill the appliance with too much food. Cold air must circulate freely for food to be preserved properly. If circulation is impeded, the compressor will work continuously.

Cleaning

- Use luke warm water to clean the cabinet of the appliance and wipe it dry.
- Never clean the appliance with flammable fluids. It could cause a damage and fire hazard.
- Clean the exterior of the appliance and door seal with a damp cloth and dry it through.
- Shelves are all removable for cleaning purpose.
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.

Food Storage Tips

- To obtain the best results from your appliance, neither hot foods nor liquids which may evaporate, should be placed in the compartment
- Keep the time between buying chilled food and placing it in your fridge as short possible
- Do not push food together too much, try to allow air to circulate around each item
- Do not store food uncovered

Make/ Model: Sabichi Kettle 110411

Description of the appliance

ONLY FILL UP YOUR KETTLE WITH THE AMOUNT OF WATER YOU NEED. THIS SAVES ENERGY, AND HELPS THE KETTLE LAST LONGER.



Safety

- To protect against the risk of electric shock, do not immerse the kettle in water or any other liquids.
- Do not let the cord hang over the edge of the worktop or contact a hot surface.
- If the kettle is overfilled boiling water may over spill.

How to Operate:

Filling

- Remove kettle from the power base and pull the lid open to fill to desired level.
- Always fill kettle between minimum and maximum marks, too little water will result in the kettle switching off before the water is boiled.

Switching on and off

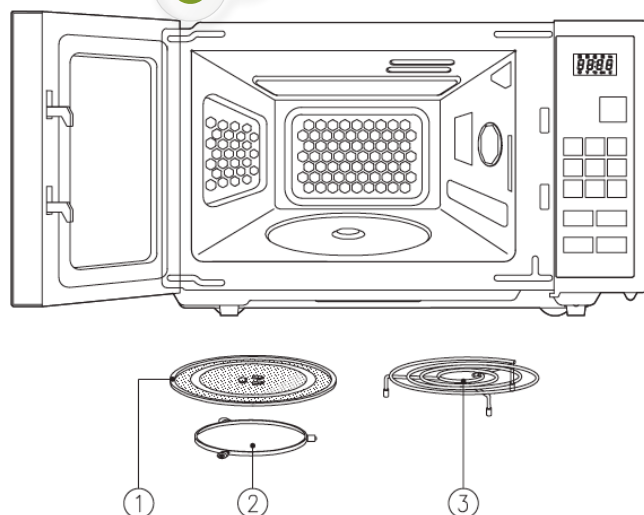
- Ensure lid is firmly in place before connecting the power cord to the outlet.
- Press the switch down and the indicator light will light up, the kettle will start to boil, you can switch the power off by lifting the control switch at any time whilst boiling.

Care and Maintenance

- Clean the appliance after each use.
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.
- Unplug the appliance from the outlet and allow it to cool down completely before cleaning.
- Wipe over the outside surface of the head with a damp cloth and polish it with a dry cloth.
- To prevent loss of gloss do not use chemical, steel, wood abrasives or cleaners to clean the outside.
- Limescale in tap water may cause the kettle to discolour, to remove this build-up use a standard descaler.

Make/ Model: Daewoo KOC9Q1T

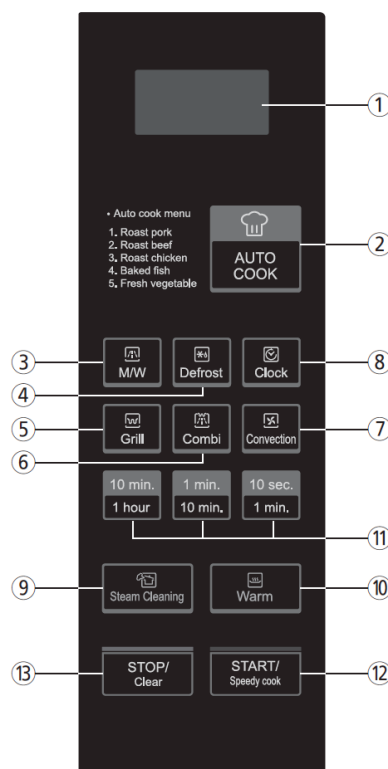
Description of the appliance



- 1) Glass plate turntable which should be placed on the 'rolling' base.
- 2) Rolling base.
- 3) 'Standing' Metal rack to be placed on the glass plate.

Control panel

1. Digital display
2. AUTO COOK pad. To choose one of the automatic functions listed to the left of the button
3. MW pad. For microwave cooking function
4. DEFROST pad. For defrost function only
5. GRILL pad. For Grill function only
6. COMBO pad. For combined microwave and grill function
7. CONVECTOR pad. For convector oven function
8. CLOCK pad. To set the clock display
9. STEAM CLEAN pad. To choose steam clean function
10. WARM pad. For food warming function
11. TIME SET pads. To choose the time required for cooking in hours, minutes and seconds.
12. START/SPEEDY COOK pad. Press to start cooking
13. STOP pad. For when necessary to stop mid-cooking, Also press to clear all functions.



Cooking instructions overleaf

COOKING with this microwave oven

This microwave cooking method allows you to cook food for a desired time. In addition to the maximum power level (100%), you can select different microwave power from 9 other levels, 10% to 90% for the foods that require slower cooking.

Note: The oven will automatically work on 100% microwave power if a cooking time is entered without the power level previously being selected.

If you have used the appliance for grilling, convection or combination cooking, let the oven cool down before using again. Never switch the microwave oven on when it is empty.

MICROWAVE COOKING

1. Touch the MW pad once. P-HI shows in display
2. Select the appropriate power level by pressing the MW pad again until the corresponding percentage is displayed
3. Touch the TIME SET pad to set the cooking time.

Example: For a time of 12 minutes, touch the 10min pad once & 1min pad twice to set 12:00.

4. Touch the START pad.

The oven light comes on and the turntable starts rotating. Cooking starts and the time in the display will count down.



GRILL COOKING

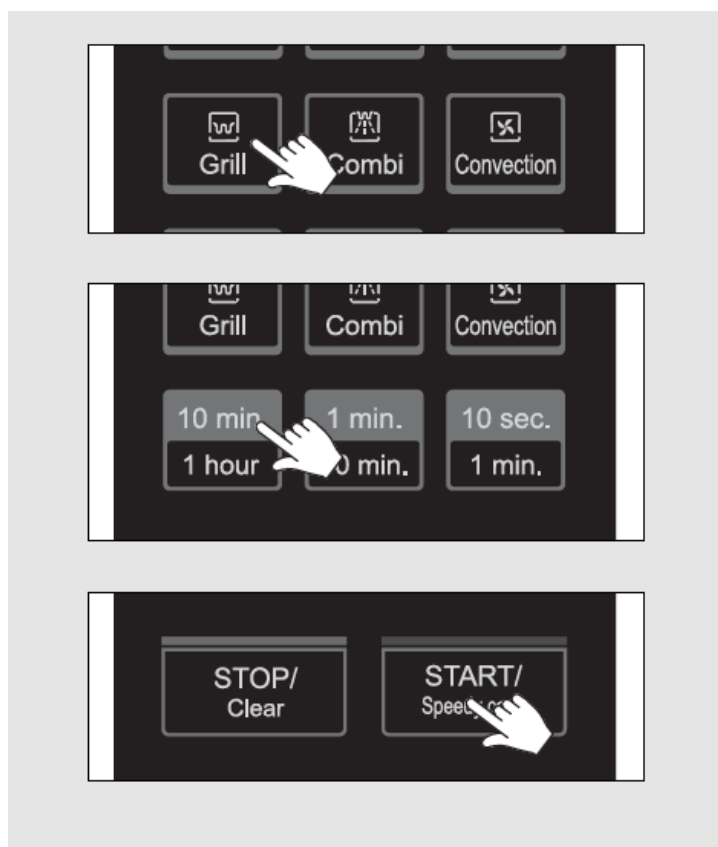
The Grill enables you to heat and make food to turn brown quickly without using microwave.

1. Touch the GRILL pad once.
2. Touch the TIME SET pad to set the grilling time.

Example: For a time of 12 minutes, touch the 10min pad once & 1min pad twice to set 12:00.

3. Touch the START pad.

The oven light comes on and the turntable starts rotating. Cooking starts and the time in the display will count down.



AUTO COOK

This function allows you to simply and automatically cook a range of popular foods. Always use oven gloves when touching the utensils in the oven.

1. Touch the AUTO COOK pad once.
2. Select the menu by touching the AUTO COOK pad until the required menu is displayed. Refer to the auto cook menu chart below for further details.

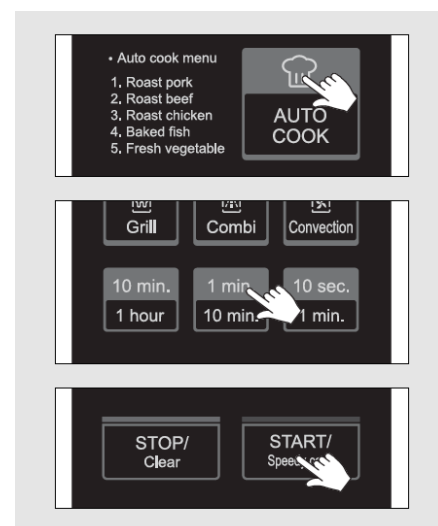
3. Touch the TIME SET pad to set the cooking weight.

Example: For a cooking weight of 1000 grams, touch the 10min & 1min pad once to set 1000 (up to 2000 grams)

Refer to the auto cook menu chart below for further details.

4. Touch the START pad.

The oven light comes on and the turntable starts rotating. Cooking starts and the time in the display will count down.



Tabl Dewislen Auto Cook

Touch Auto Cook Key	Auto Cook Menu	Minimum Weight	Maximum Weight	Weight Step
Once	ROAST PORK	500g	2000g	100g
Twice	EIDION RHOST	500g	2000g	100g
3 times	CYW IÂR RHOST	800g	2000g	100g
4 times	PYSGOD PÔB	300g	900g	100g
5 times	LLYSIAU FFRES	100g	900g	50g

Auto Cook Menu	Start Temperature	Method	Cookware
ROAST PORK	Chilled	1. Tie the joint into a neat shape. 2. Place the meat on the dish. 3. Brush with a little oil. 4. Place roasts fat-side-down on the dish. 5. Cook on "AUTO COOK - ROAST PORK OR ROAST BEEF." 6. Turn over when hearing the beep. 7. Remove from oven. Drain off any excess juices. 8. Stand for 10 minutes in foil before serving.	Glass Turntable & Metal Rack
ROAST BEEF			
ROAST CHICKEN	Chilled	1. Wash and dry chicken. Tie the legs loosely together with string. 2. Pierce the skin a couple of times just under the legs. 3. Brush butter mixture all over the chicken on the dish. 4. Place roasts breast-side-down on the dish. 5. Cook on "AUTO COOK-ROAST CHICKEN". 6. Turn over when hearing the beep. 7. Remove from the oven. Drain off any excess juices. Season with salt if required. Stand for 10 minutes in foil before serving.	Glass Turntable & Metal Rack
BAKED FISH	Chilled	1. All types of fresh fish (except battered or breadcrumbed fish) can be cooked whether whole, fillets or steaks. 2. Place the prepared fish in a buttered dish. 3. Season with salt and pepper, sprinkle with lemon juice and dot with butter. Do not cover dish. 4. Place on the dish, on the metal rack, on the turntable. 5. Cook on "AUTO COOK-BAKED FISH".	Microwave and heatproof shallow dish. (e.g. Pyrex) Glass Turntable & Metal Rack
FRESH VEGETABLES		1. Wash and trim. 2. Place prepared vegetables into a suitable sized container. 3. Sprinkle with 2-5 tablespoons. of water. 4. Cover with pierced cling film or a lid 5. Place on a dish on the turntable. 6. Cook on "AUTO COOK-FRESH VEGETABLES". • For best results cut vegetables into similar sized pieces.	Microwave-proof dish (e.g. Pyrex) Glass Turntable

DEFROSTING with this microwave oven

Note: During the defrosting process the oven will beep to remind you to check the food. When the oven beeps, open the door, turn the frozen food over and close the door, and press the START pad again.

WEIGHT defrost

Weight Defrost automatically sets the defrosting times and power levels to give even defrosting results for frozen food.

1. Touch the DEFROST pad once. This is a weight defrost mode.
2. Touch the TIME SET pad to set the weight. Weight can be set up from 200g to 3000g. The weight will change in 50g increments or decrements.

Example: For a defrosting weight of 1000 grams, touch the 10min pad once to set 1000.

3. Touch the START pad.

The oven light comes on and the turntable starts rotating. Cooking starts and the time in the display will count down.



TIME Defrost

1. Touch the DEFROST pad twice. This is a time defrost mode.
2. Touch the TIME SET pad to set the defrosting time.
Example: For a time of 12 minutes, touch the 10min pad once & 1min pad twice to set 12:00.
3. Touch START pad.

The oven light comes on and the turntable starts rotating. Cooking starts and the time in the display will count down.



Cleaning

- Clean the appliance after each use.
- Unplug the appliance from the outlet and allow it to cool down completely before cleaning.
- Wipe over the inside with a damp cloth and polish it with a dry cloth.
- Always make sure you follow the instructions and never mix cleaning products.
If you have any queries, please ask staff for advice.

Make/ Model: Numatic James Cleaner JVP180A1YELAA1

Description of the appliance



Safety

DO

- Keep your machine clean.
- Keep filters clean.
- Use filter bags, they will enhance performance and help keep machine clean.
- Use a Numatic Original filter bag under fine dust conditions.
- Keep hoses and tubes clear.
- Report any worn or damaged parts to the Student Living helpdesk immediately.
- Regularly examine the power cord. If damage is found such as cracking or ageing the power cord must be replaced by a competent person using the correct Numatic original part.
- Change dust bag frequently.
- Keep diffuser filter (where fitted) clean.
- Only use the brushes provided with the machine. The use of other brushes may impair safety

DON'T

- Unreel the cable with one pull or pull on the cable to unplug the machine from the power supply.
- Use to suck up hot ashes or lighted cigarette ends.
- Use steam cleaners, pressure washers or immerse in water to clean the machine.
- Attempt machine maintenance or cleaning unless the power supply plug has been removed from the supply outlet.
- Use in a wet environment or to collect wet materials.
- Store your machine in wet conditions.

Care and Maintenance

- Keep the machine clean, including hoses and tubes.
- Ensure the bag and filter are fitted.
- Regularly examine the power cord.
- Check dust bag frequently.
- Check filters are clean.
- Check for any worn or damaged parts and report immediately.
- Do not steam clean or pressure wash.

Power on and off



Storing the cable safely



**DON'T TRIP
ON TRAILING
CABLES!**

Changing the dust bag



Location:

Fire blankets will be wall mounted at eye level, near or very close to the kitchen area

Description of the appliance



How to use a fire blanket

1. Pull down (generally) the tapes to remove fire blanket from its container.
2. Ensure that you are positioned between the fire and safe exit/escape route.
3. Hold one tab in each hand near the blanket, and rotate your hands inwards so they are protected by the blanket, also to shield your forearm and face.
4. Hold arms out towards the fire
5. Move slowly towards the fire. The blanket will protect you from the heat and flame. Do not look over the top of the fire blanket.
6. Let the bottom of the blanket touch the side of cooker or worktop. Still moving forward slowly and carefully place the blanket over the burning liquid /material completely.
7. Place a saucepan lid or metal tray on top of the fire blanket over the mouth of the container.
8. Use the blanket to extinguish the fire before turning off electrical or gas supply or removing any heat source if safe. Leave cool for at least 30 minutes, keeping out of the smoke.
9. Leave the area closing all the doors behind you and call Bay Campus Security on 01792 606010.

Safety Warning

1. Never attempt to carry a container of burning liquid.
2. Never attempt to use water to extinguish any flammable liquid
3. Never reuse a fire blanket

If you have used the fire blanket you must notify the
St Modwen Student Living Admin Office

Office number : 0300 103 3000

Opening Hours: 08:30 – 17:30

Location: Bay Campus Residential Buildings

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Heating type: Gas Central Heating

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The Radiators

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The Heating is provided by Hot Water Radiators.

Radiator temperature is automatically controlled so that the level of heating supplied in the building is comfortable without wasting energy.

There are different styles of radiators, however they all work on the same principles.

Radiator temperature

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Radiators control the heating in each room. Radiators produce heat by circulating water through the radiator. The temperature of the water circulating through the radiators is regulated by an efficient control system which makes reference to the external temperature.

The radiator system is automatically controlled, so the temperature of heating supplied in your room cannot be higher than the highest temperature supplied anywhere in the halls. You can however turn your heating down or off.

Each radiator's hot water flow can be controlled by the VALVE. This allows you to set your own comfort level.

The Valve

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The Valve pictured is located on the right hand side of the radiator, and turns your radiator ON and OFF

To turn your radiator ON you need to turn the Valve CLOCKWISE. To turn OFF, turn the valve ANTI-CLOCKWISE.

Please remember that the ON / OFF valve does not alter the temperature of the hot water to the radiator, however it does control the amount of hot water into the radiator so, if you don't open the valve fully, you will restrict the flow of hot water into the radiator, thus limiting the amount of hot water that will effectively heat the radiator.

How to operate:

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- Select the amount of heat supplied to your radiator by turning the dial on the thermostatic valve towards the ON or OFF as desired.
- 5 is the hottest setting and 1 is the coolest.

Type: Methods of ventilation to your room

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Ceiling fan



Ventilation to the bathroom and kitchen

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This is provided by a central system which operates at a continuous low level. This is boosted whenever a bathroom or kitchen light is switched on, so it is important not to leave lights on as this will increase electricity consumption.

A bathroom fan is automatically activated when the light switch is on.

Kitchen hood

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To reduce food smells, steam and smoke, kitchen hoods provide separate ventilation and should only be used when cooking.

Window

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Windows have a side louvre to allow for individual control of fresh air. Please note that the windows only open a short way.

Please do not store items on inner and outer window ledges. It can pose a serious Health and Safety risk if windows are open, and is therefore prohibited.

Type: Bedroom lock

Description of the appliance



Card Reader

LOOK AFTER YOUR CARD!
YOU WILL BE CHARGED
FOR REPLACEMENTS.

Bedroom locks

Your Access Card is used to access your bedroom by presenting the card to a reader on the outside of the door.

Once you use the card to enter your bedroom (not study bedroom), and close the door behind you, the door will be locked.

When you exit the room and close the door behind you, it will remain unlocked for 25 minutes, after this time it locks itself. This allows you to use the communal areas without being locked out.

However, should you wish to lock your bedroom door upon exiting, you must present your card to the reader to activate the lock (remember to check the handle before you leave).

Communal locks

- Your Access Card will allow you to enter the main entry door, internal flat door and your room door.
- Unlike your bedroom door the internal cluster doors will lock immediately once closed.

Access Cards

- You will be issued with one Access Card.
- If you have any issues with your swipe card, call into the Student Living Admin Office and speak to a member of staff.
- In the event of losing your swipe card there will be £10.00 replacement fee which will be added to your residence fees account.
- Do not tamper or deface your swipe card i.e. punch holes, as this will render the card inactive resulting in the necessary purchase of a replacement card.

Location: Bay Campus Residential Buildings

Bedroom & bathroom

Bedroom and bathroom lighting is operated via standard light switches. Within each room, desk lights have their own switches under the shelf.

In the bedroom, switches on the headboard control the main bedroom lighting and also the over bed light.

In the bathroom, a light over the mirror is operated by the pull cord.

Kitchen & lounge

In the kitchen and lounge areas, a push switch will turn the lights on. Lights will remain on for 15 minutes if the room is empty. These lights will also automatically turn off when rooms are empty and when there is sufficient natural lighting via an absence detector.

Flat corridor

Flat corridor lighting is controlled automatically via sensors, the lights will turn on when movement is detected at the flat entrance via a presence detector. Lights will turn off after a pre-determined time, if no movement is detected.

Lobby

Lobby lighting is controlled via presence sensors which will turn the lights on when they detect movement and turn the lights off after a pre-determined time if no movement is detected.

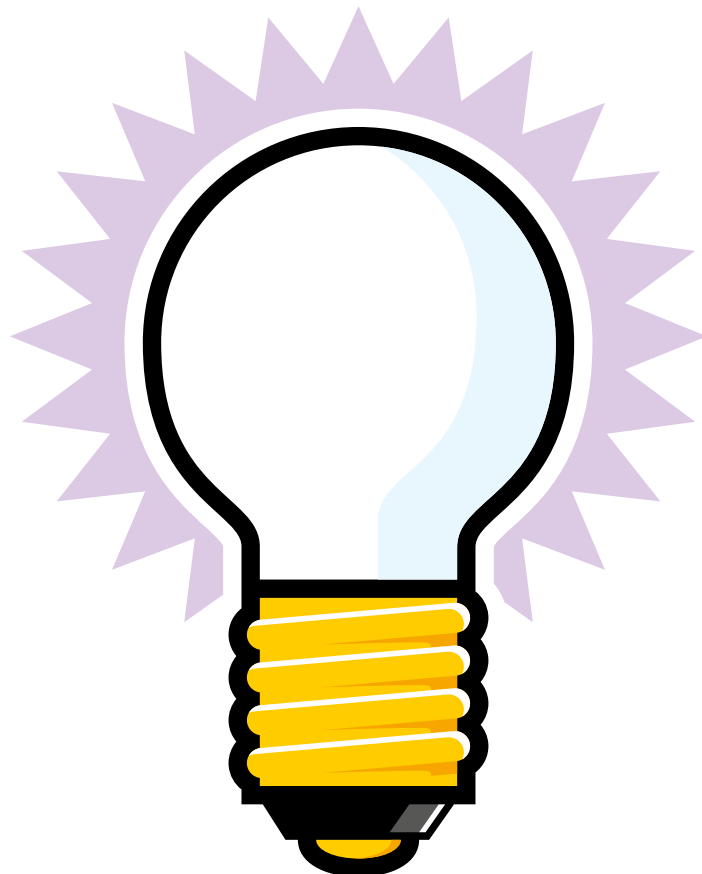
Stair

Stair lighting will remain off if a daylight sensor measures that the natural light is sufficient.

External

External lighting is centrally controlled by a time programme and daylight sensors.

ALL OF OUR LIGHTS ARE RUN EFFICIENTLY WITH TIMERS AND ENERGY-SAVING BULBS. IT WILL SAVE EVEN MORE IF YOU TURN LIGHTS OFF WHEN YOU DON'T NEED THEM ON.



Type: Electric shower & extending clothes dryer

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Description of the appliances

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How to use the shower:

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- The shower head is at a fixed height; however the direction of flow can be altered manually.
- Turn the control on the right side to activate shower.
- To alter the temperature of the shower, use the control on the left side.

The shower will remain on until turned off manually.

Your cleaning responsibilities:

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- You are responsible for cleaning your room, and this includes your ensuite. This needs to be carried out on a regular basis. Please use the appropriate cleaning materials
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.

Type: Extending clothes drying rack - over shower area

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Description of the appliances

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BE CAREFUL NOT
TO OVERLOAD THE
RACK WITH WET
CLOTHES

How to use the Clothes dryer:

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- Open arms from centre.
- Pull out rack.
- To close, push in rack and close arms
- Please make sure you have removed as much excess water as possible, to avoid damage to the drying rack by overloading.
- Your clothes line should be periodically wiped clean with a damp cloth and mild detergent.
- Do not release the locking mechanism when there are clothes attached to the lines.
- Place heavier items at the back closest to the wall and work your way outwards for lighter items

Type: Window Restrictor

Description



DON'T DO IT!
TAMPERING WITH
WINDOW RESTRICTORS
IS REALLY
DANGEROUS!

How to use the windows:

- For security and safety reasons, windows have restrictors fitted.
- Do not force windows, interfere with mechanisms, or remove any parts.
- If you are unsure on how to operate your window, please speak to a member of staff on site.

Items on window sills

Please do not store items on inner and outer window ledges. It can pose a serious Health and Safety risk if windows are open and is therefore prohibited.

Tampering with window restrictors is a breach of regulations and may result in disciplinary sanctions being applied. regulations can be viewed at swansea.ac.uk/accommodation

Report damage promptly via
<http://maintenance.stmodwenstudentliving.co.uk>

Location: Ensuite

.....

Description of the appliance

.....



How to use

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- Press the top of the HOT or COLD tap to activate the water.
- The tap will run for 15 seconds, after which you will need to push the tap button again to activate the water.
- Be aware that the hot water tap is not a mixer tap and therefore the water will become very hot if left running.
- Use appropriate cleaning materials, and clean regularly.

Your cleaning responsibilities:

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- You are responsible for cleaning your room, and this includes your ensuite. This needs to be carried out on a regular basis. Please use the appropriate cleaning materials
- Always make sure you follow the instructions and never mix cleaning products. If you have any queries, please ask staff for advice.

Emergency Services	Tel: 333
University Health Centre	Tel: (01792) 295321
Swansea GP out of hours	Tel: 0845 850 1362 *
NHS Direct	Tel: 0845 46 47 *
St. Modwen Student Living Admin Office	Tel: (0300) 103 3000 Email: swansea.studentliving@stmodwen.co.uk Opening Hours: Monday to Friday 08:30 - 17:30
Swansea University Residential Services	Tel: (01792) 295101 Email: accommodation@swansea.ac.uk Web: www.swansea.ac.uk/accommodation
Swansea University Student Services	Tel: (01792) 602000
Bay Campus Welfare Wardens	Tel: (07552) 714 656 Welfare Wardens are available daily for a student drop-in service at the Admin Office Reception between 17:30 -18:30. Please note that between 18:30 – 22:30 Welfare Wardens may be out visiting other tenants.
Bay Campus Security	Tel: (01792) 606 010 Swansea University Estates Security Service provide 24/7 security provision including foot patrols throughout the campus supplemented by the appropriate use of CCTV cameras to deter unauthorised access and protect property. They are located within the Bay Library and Tower Information Centre
Maintenance Request CAFM online facility for you to log issues with your apartment and its facilities.	maintenance.stmodwenstudentliving.co.uk Regular Maintenance Monday to Friday during normal working hours 08:30 - 17:30. Emergency Works Outside of these of hours and on weekends, emergencies such as loss of all water, power, floods, gas leaks or persons trapped in lifts should be referred to Swansea University Bay Campus Security Tel: 01792 606010

* Call charges apply